

October 28, 2016
QUESTIONS AND ANSWERS

Request For Proposal: RFP 17-04-03
Leadership Consulting & Coaching Services

1. How many departments / leaders (and which specific roles) do you intend the proposed Coaching & Consulting Services to support?

Answer: The City anticipates that services may be provided to small groups of varying size. Participation is anticipated to be optional. Services will be requested on an as needed basis.

2. How much time (# of hours per week) would each leader / associate have available to allocate to coaching and or consulting sessions?

Answer: This will vary.

3. What issue is Roanoke trying to address by implementing "Change the Culture, Change the Game" methodology?

Answer: The City wants to provide coaching to improve team work strategies and skills. In addition, improve Individual skills, time management skills, personnel management skill and maximize individual performances.

4. What specific outcome would Roanoke like to achieve by implementing "Change the Culture, Change the Game" methodology?

Answer: The outcome desired is to provide the strategies and skills to leaders so they can effectively lead in an environment that is culturally diverse and constantly changing.

5. Are you seeking individual coaching, group coaching or a combination thereof?

Answer: Combination of individual and group coaching.

6. What is the proposed budget for this initiative?

Answer: The City of Roanoke is not releasing the budget information.

7. How was the need for the initiative created and is it being embraced and adopted by Sr. Management (e.g. - The City Manager's office)?

Answer: The initiative is being embraced by Sr. Management.

8. Is there an incumbent(s) currently supporting this initiative, or is this a new requirement?

Answer: this is a new request for leadership focused consulting and coaching services.

9. If there is an incumbent(s) are there any noted performance shortfalls?

Answer: N/A

10. Is being a distant supplier of services an impediment to supporting this initiative for cost or logistics reasons?

Answer: The City is unable to respond to such request as no final scope of services is defined and the City is unable to speak to any such logistics. Please refer to the evaluation criteria stated in RFP#17-04-03.

11. We are a SWaM supplier (Woman-Owned, Small Business) - are there any weighting benefits or criteria for SWaM status suppliers?

Answer: Please refer to the evaluation criteria stated in RFP#17-04-03.

12. When will the contract be awarded and how soon would the project get underway?

Answer: The City will work to award and move forward with a contract as soon as practicable.

13. Is prior experience with implementing the process outlined in "Change the Culture, Change the Game" required?

Answer: No.

14. What are the award criteria and weighting factors?

Answer: Please refer to the evaluation criteria stated in RFP#17-04-03.

15. Is this project a department-by-department (optional) initiative, or is it enterprise-wide (mandatory)?

Answer: The services would be requested as needed and participation is anticipated to be optional.

16. How many leaders will be involved in the initiative?

Answer: The "Change the Culture, Change the Game" methodology is accepted City-wide. The services are anticipated to be provided to small groups of varying size depending on department need.

17. Are the services to be delivered on-site, on-line (GoToMeeting) or another method, or is the approach flexible?

Answer: The City requests that Offerors propose services that they feel best meet the City's needs as described in RFP#17-04-03.

18. Please provide the scope of work. For example, is this for identified departments or for the organization as a whole.

Answer: The City has provided a general description of the services requested. The services are anticipated to be provided to small groups of varying size depending on department need. The final scope of work will be negotiated with the Successful Offeror.

19. Has an organizational assessment been performed and may the qualified vendor have access to records of that assessment?

Answer: N/A

Reminder-all documents related to RFP#17-04-03 may be found at the following link, as well:

<http://mobile.roanokeva.gov/DeptApps/PurchasingBids.nsf/4e32059a94cec9ea85256fb2006ac38b/9dac6b7f46e5090f8525805000710814?OpenDocument>